



PUBLIC WORKS – ENGINEERING DIVISION

LOT LINE ADJUSTMENT SUBMITTAL

In order to process lot line adjustment with maximum efficiency, the following items will be submitted in the entirety for the initial over-the-counter turn-in to start processing.

A. Parcel Map – Lot Line Adjustment/Lot Merger

- ☐ 1. Four (4) prints of Parcel Map (Lot Line Adjustment/Lot Merger) signed and sealed by the engineer/surveyor.
DO NOT SUBMIT ORIGINALS UNTIL ASKED FOR.
- ☐ 2. Complete electronic calculations for lot closures. Signed and sealed by the engineer/surveyor.
- ☐ 3. Topography survey of site showing all existing structures located relative to proposed lot line. (On separate sheet from parcel map)
- ☐ 4. Preliminary title report, not more than 3 months old.
- ☐ 5. Copies of recorded deeds and maps used as references.
- ☐ 8. ***CD:Provide digital copies in PDF format; drawing shall be PDF and DWG format.***
- ☐ 7. **\$2,241 Fee*** Check made payable to City of Morgan Hill.
****(per Resolution #5902, adopted 05/04/05, effective 07/01/16, AC# 206-38712)***

B. Certificate of Compliance – Lot Line Adjustment / Lot Merger

- ☐ 1. Four copies of drawing signed by the engineer/surveyor, showing existing (dashed) and proposed (solid) property lines, Dimensions (bearing and distance), location and width of existing easements, topography of site showing all existing structures located relative to proposed lot lines, and references to recorded deeds and maps.
- ☐ 2. Complete electronic calculations for lot closures. Signed and sealed by the engineer/surveyor.
- ☐ 3. Copies of recorded deeds and maps used as references.
- ☐ 4. Preliminary title report, not more than 3 months old.
- ☐ 5. Certificate of Compliance, front page signed by owners. (Form is available at Public Works)
- ☐ 6. Legal description of proposed lot(s). (Exhibit “A”) on format for recording.
- ☐ 7. Plat of proposed lots (Exhibit “B”) on format for recording (8½ X 11”).
- ☐ 8. ***CD:Provide digital copies in PDF format; drawing shall be PDF and DWG format.***
- ☐ 9. **\$3,875 Fee*** Check made payable to City of Morgan Hill.
****(per Resolution #5902, adopted 05/04/05, effective 07/01/16, AC# 206-38430)***

Engineer

NAME: _____
ADDRESS: _____
PHONE NO: _____
CONTACT PERSON: _____
DATE _____
SUBMITTED: _____

File Information (By Public Works)

FILE NO. _____
STREET: _____
NO. OF LOTS: _____
TENTATIVE APPROVAL: _____
EXP. DATE OF TENTATIVE _____
APPROVAL: _____